

CANDIDATE INFORMATION MANUAL

CANDIDATE INFORMATION

Checklist for Candidates to be Elected (all campaign material is optional)

February

- Election Information** - review Information for Candidates for District 19 Teachers' Bargaining Unit Executive Positions

March

Due by Thursday, March 21, 2019

- Nomination Form** (original) - signed and sent to Marylou Estudante at the District 19 Office by Tuesday, March 21, 2019 @ 4:00 pm
- Candidate Code of Ethical Conduct** (original) - signed and sent to Marylou Estudante at the District 19 Office by Tuesday, March 21, 2019 @ 4:00 pm
- Photocopying** - make arrangements with the Office Manager {Meaghan Ulla}, at District 19 Office for you to come in to photocopy materials – **YOU** are responsible for photocopying your own materials and have them ready for distribution – materials will be supplied

April

- Candidate Information Packages – submitted for approval by April 5, 2019 to lucy.zita@osstfd19.com
 - Candidate Packages for School & online distribution - ready by April 23, 2019
- Candidate Letter** - one letter sent to each Branch President
- Poster and Information Brochure** - one of each - sized 8 ½ " X 11" or 8 ½ " X 14"
The information brochure may be double sided if you choose. Workplaces with multiple locations to be accommodated.
- Website Information** - one electronic poster and information brochure to be posted on the OSSTF District 19-Peel TBU website's special elections page
- AGM Preparation** - prepare speech at AGM and Question and Answer session

MAY

- Scrutineer** - appoint a scrutineer and notify Marylou at the District 19 office of scrutineer's name by **May 3, 2019**. Your scrutineer will be sent instructions regarding their role when electronic ballots are tallied/revealed.

CANDIDATE CODE OF ETHICAL CONDUCT FOR D19 TBU EXECUTIVE POSITIONS

Campaign Literature

In accordance with Procedure 19, literature is limited to the following options:

- one letter to each Branch President
- one poster per workplace, as well as two copies of paper material (workplaces with multiple locations will be accommodated)
- one electronic flyer and one electronic brochure to be posted on the OSSTF D19-Peel TBU website's special elections page
- District 19 Logo to be emailed to each candidate for use in campaign material and cannot be modified

Campaign Rules

Also in accordance with Procedure 19, candidates must abide by the following rules:

- There shall be no negative advertising.
- Candidates will not visit schools, except as part of their normal District 19 or teaching duties.
- The candidate is responsible for the integrity and actions of his/her campaign team.
- Candidates will not have access to or make use of any other information that may be available at the District 19 Office (e.g. staff lists, home addresses or any other database).
- Neither Peel Board email or District 19 email shall be used as a means of disseminating campaign materials and information to the general TBU membership.
- The use of social media must also follow this Candidate Code of Ethical Conduct.

Annual General Meeting

- Candidates may stand in the foyer and greet TBU members as they arrive.
- Campaign materials may not be distributed at the AGM.

Please sign and return to Marylou Estudante at the District 19 Office by no later than 4:00 p.m. on {Thursday, March 21, 2019}.

I agree to abide by the above **Candidate Code of Ethical Conduct** during the duration of my candidacy.

Candidate: _____

Date: _____

Witness: _____

Date: _____

INFORMATION FOR CANDIDATES FOR D19 TBU EXECUTIVE POSITIONS

Campaign Literature

All campaign literature must be **received** by the Chair of the Elections Committee, by **Friday, April 5, 2019** before reproduction or posting so that it can be reviewed by the Elections Committee for negative advertising. District Office facilities, materials, equipment and supplies are available for any candidate to produce posters and letters. Please contact Meaghan Ulla at the District 19 Office to make an appointment to produce your campaign materials. Posters can be printed on letter or legal sized paper, and they can be printed in colour or black and white. The use of the D19 logo in campaign material is permitted but must not be modified in any manner. When using pictures in your campaign material, make sure you seek permission from anyone who is in the picture before using it.

The electronic campaign poster and brochure will be posted on the OSSTF D19-Peel TBU website's special elections page as a PDF file. Please ensure that your file is sent as a **PDF** file to the Elections Committee Chair.

The elections chair will send out an e-mail with the election information to all OSSTF District 19 TBU members on Wednesday, **May 1, 2019**.

Speeches

- The elections chair will declare uncontested candidates acclaimed. Acclaimed candidates will not participate in the speeches or the question and answer period.
- The draw to determine the order in which candidates will speak shall be held at the AGM, just before the speeches.
- Presidential candidates will each have 5 minutes to speak, with the yellow card being raised after 4½ minutes. All other candidates will have 3 minutes to speak with the yellow card being raised after 2½ minutes. A red card will be raised at the end of the allotted time and the microphone will be switched off.
- The order of speeches (where required) will be:
 1. President
 2. Vice President
 3. Chief Negotiator
 4. Provincial Councillors (2)
 5. Executive Officers (2)
 6. Committee Chairs (7)
 - Communications
 - Educational Services
 - Excellence in Education
 - Going Green
 - Health and Safety
 - Human Rights
 - Political Action

Question and Answer Period

Members will be permitted to ask questions of the candidates after the speeches. The Q & A period will be limited to 30 minutes and will be moderated by the AGM speaker. Questions may be directed to candidates for a specific office. All candidates must be able to respond to the content of the question. Questions will be limited to 30 seconds each. Responses will be limited to sixty seconds per candidate. The opportunity to speak first will be rotated amongst the candidates for each office.

Informal Discussion

There may be time for informal discussion after the Q & A period.

The Election

Candidates may appoint one scrutineer for the vote tally who will arrive by 4:00 p.m. at the OSSTF District Office on **Tuesday, May 14, 2019**. It is the responsibility of the scrutineer to follow the guidelines for scrutineers.

The Elections Committee Chair will contact all candidates after the vote has been tallied. Candidates should leave a phone number where they can be reached with Toni Pellegrino at the District Office. If candidates are not available when called, a message will be left on an answering machine or voice mail system. A message will only be left with another person if the candidate indicates that it is acceptable to do so. Results of the election will be posted on the District 19 website as soon as all candidates have been contacted.

AGM

Candidates may stand in the foyer and greet TBU members as they arrive. Campaign materials may not be distributed at the AGM.

INSTRUCTIONS FOR SCRUTINEERS

As a scrutineer, you may be present at the electronic counting of the ballots—the scrutiny. These guidelines describe what you may and may not do during the counting process. It also describes the scrutiny procedure so that you will know what to expect as you observe the counting of ballots. To achieve a workable balance between your rights as a scrutineer and the duties of the Elections Committee, it is important that you refrain from unreasonable requests or queries during the scrutiny.

WHAT TO EXPECT ON VOTE TALLY DAY

At 4:00 p.m. on **Tuesday, May 14, 2019** at the District 19 office, the vote tallies will be disclosed.

All proceedings at the vote tally will be open to all scrutineers.

The Elections Committee, and the scrutineers will be present for the log in to the Election Manager of Simply Voting to view the results. Scrutineers will be asked to sign the official tally of the vote for their candidates, and then they will be asked to leave. They will be asked to keep the vote tally confidential. The CRO will contact candidates by telephone with the results.

As soon as the scrutiny ends, all the electronic results of the election will be secured and stored for 7 days only.

A motion will be put forth for the sealed paper copy of the results to be destroyed at the May TBUC.

WHAT SCRUTINEERS DO

Counting of the vote



You may observe the view of the results in the Election Manager Screen in Simply Voting for the vote tally.



You may not have physical access to Simply Account – Election Manager.

You may not participate in the deliberations of the Elections Committee unless you are invited to do so.

You may not unreasonably interfere with the process.

APPENDIX A – BYLAWS AND PROCEDURES

Bylaw 7 - Elections and Terms of Office

- 7.1 There shall be an Elections Committee consisting of members established by the TBU Council, which will be responsible for receiving nominations for positions to be elected to the Unit Executive, and for conducting the election to those positions in accordance with the District 19 Teacher's Bargaining Unit Constitution, Bylaws and Procedures.

Procedure 19 - Protocol for District 19-Peel Teachers' Bargaining Unit Executive Elections

- 19.1 When a candidate **submits** their nomination form, they will be given a package of material including:
- 19.1.1 A detailed list of the only acceptable forms of advertising.
 - 19.1.1.1 One letter to each Branch President
 - 19.1.1.2 One information Brochure (may be double sided) for each location. (workplaces with multiple sites will be accommodated)
 - 19.1.1.3 One poster per workplace. (workplaces with multiple sites will be accommodated)
 - 19.1.1.4 One electronic poster and information brochure to be posted on the OSSTF District 19 Teacher Bargaining Unit website
 - 19.1.2 An invitation to attend 'Q & A' sessions, which will be open to all District 19-Peel TBU members. This session to take place after the delivery of speeches by candidates to the Unit Executive at the TBU Annual General Meeting.
 - 19.1.3 A copy of the campaign rules that include:
 - 19.1.3.1 No negative advertising
 - 19.1.3.2 Candidates are not to visit schools except as part of their normal District 19-Peel duties
 - 19.1.3.3 The candidate will be responsible for the integrity of their campaign team
 - 19.1.3.4 There will be no handouts at the AGM
 - 19.1.4 Candidates will not have access to or make use of any other information that may be available at District 19-Peel Office (e.g. staff lists, home addresses or any other database.)
- 19.2 All queries regarding a breach of these protocols will be referred to the Chair of the Election Committee and may result in the candidate being asked to withdraw.
- 19.3 All candidates will be expected to attend the 'Q & A' session(s).

19.4 The order of speeches at the Annual General Meeting shall be:

- President
- Vice Presidents (2)
- Chief Negotiator
- Provincial Councillors (2)
- Executive Officers (2)
- Committee Chairs (7)
 - Communications
 - Educational Services
 - Excellence in Education
 - Going Green
 - Health and Safety
 - Human Rights
 - Political Action

19.5 To be elected to any position on the Unit Executive, including those for which more than one Officer is to be elected, the successful candidate(s) must receive a majority of the unspoiled ballots cast in order to be declared elected. For the purpose of this section, a majority shall be understood to mean the most votes cast for that position.

19.6 When voting to elect an Officer or Chair of a TBU standing committee to a position for which there is to be only one elected, a completed ballot shall indicate a single clearly marked vote for a duly nominated candidate in order to be deemed a valid ballot. A 'no vote' or any additional markings that could be construed as a second vote, or any other markings which are sufficient to create a degree of ambiguity as to the voting member's intention, in the view of the Elections Committee, shall be a sufficient basis for the ballot to be ruled by the Elections Committee as spoiled.

19.7 When voting to elect two (2) members to the positions of Vice President, Executive Officers and Provincial Councillor, a completed ballot shall indicate clearly marked votes for duly nominated candidates up to the number of candidates to be elected, in order to be deemed a valid ballot. The same criteria as set out in Procedure 20.6 shall constitute the basis for the Elections Committee declaring a ballot spoiled.

19.8 When voting to elect the Chairs of the various Teacher Bargaining Unit committees, a single ballot containing all of the nominees for the various Chairs of committees shall be printed. An election for the position of Chair shall take place for any position for which there are two or more candidates.

19.9 In the event of a tie, a run-off vote shall be held within five (5) school days for those offices in question in accordance with 20.6.